

Position Description (EP)

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to SRS Personnel Services. Supervisors and incumbents are responsible for the completion of this form.

CHECK ONE: () NEW POSITION (X) EXISTING POSITION

PART I - Position Description

1. Agency Name Social and Rehabilitation Services		9. Position Number K0043585		10. Budget Program Number 23343	
2. Employee Name (leave blank if position vacant)			11. Present Class Title (if existing position) Social Worker Specialist		
3. Division Integrated Service Delivery			12. Proposed Class Title		
4. Section Children and Family Services			13. Allocation		
5. Unit			14 (a). Effective Date		14 (b). FLSA Code
6. Location (address where employee works) City Manhattan County Riley			15. By Approved		
7. (Circle appropriate time) Full Time Part Time Perm Temp Inter %			16. Audit Date: By: Date: By:		
8. Regular Hours (circle appropriate time) From: 8:00 AM PM To: 5:00 AM PM			17. Position Reviews Date: By:		

PART II - Organizational Information Area for use by Personnel Office

18 (a). Briefly describe why this position exists. (What is the purpose, goal, or mission of the position)

This position is dedicated to provide the delivery of services for the purpose of strengthening families while safely maintaining the children in the home. The agency’s Expanded Response approach will be utilized to allow child protective services to respond in multiple ways to abuse and neglect allegations. This position will assess the family’s needs and strengths, determine the level of risk for the child, and implement a pro-active service delivery plan which may include referral to a variety of community resources.

18 (b). If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new functionality added by law or other factors which changed the duties and responsibilities of the position.

19. Who is the supervisor of this position? (Who assigns work, gives directions, answers questions and is directly in charge.)

Name:	Title:	Position Number:
	Social Work Supervisor	K
Who evaluates the work of an incumbent in this position.		
Name:	Title:	Position Number:
	Social Work Supervisor	K

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made

Under the direction of a Social Work Supervisor, the worker is allowed to develop methods of case work within the scope of established policy, Kansas Law, and federal guidelines. Considerable latitude is given in direct work with consumers as to which services to provide, when, and how often. Cases are assigned in writing in a general manner without much detail.

- d) Which statement best describes the result of error in action or decision of this employee.
- () Minimal property damage, minor injury, minor disruption of the work flow.
 - () Moderate loss of time, injury, damage, or adverse impact on health and welfare of others.
 - (X) Major program failure, major property loss, or serious injury of incapacitation.
 - () Loss of life, disruption of operations of a major agency.

21. Describe the work of this position using this page or one additional page only. (Use the following format for describing job duties:)

What is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (describe the result or outcome expected); ***How** is the action expected to be performed (describe the manner, methods, techniques or procedures in which the task is currently performed). For each task state: Who reviews it? How often? What is reviewed for?

Number Each Task and Indicate Percent of Time and Identity of each function as essential or marginal by placing an E or M next to the % of time for each task. Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident or minimal part of the position

No.	%	E/M	
1	35%	E	<p><u>Service Provision</u></p> <p>Will work to maintain at-risk children safely in their homes. May provide safety, risk and need assessments to explore the resources, strengths and abilities of the children, their families and extended support systems. Is expected to establish positive and pro-active relationships with all customers receiving services. Will develop customer-centered service plans with measureable goals and objectives designed to help families gain the knowledge and skills necessary to maintain children in a safe home environment. Referrals will be made to a wide variety of community resources and service providers to accomplish customer goals, and will have on-going monitoring for success. Will coordinate with community partners to assure needed resources are available and accessed by customers as appropriate.</p>
2	25%	E	<p><u>Resource Coordination</u></p> <p>Will develop, expand and maintain productive relationships with a wide variety of public and private agencies to assure the availability of resources for at-risk children and their families. Knowledge base should include resources throughout the designated service provision area. May include researching new resources to fill unmet needs, as well as working with community and grant partners to implement innovative new resource programs.</p>
3	20%	E	<p><u>Communication</u></p> <p>Will communicate with customers, managers, co-workers and community partners in a professional and courteous manner. While interacting with customers, every effort will be made to communicate in a way that the customer can understand, and which is culturally competent. Will effectively communicate customer needs to supervisors, team and community partners to ensure the efficient and effective provision of services. Will keep all communication in compliance with HIPPA, agency policies, regulations and procedures.</p>
4	20%	E	<p><u>Teamwork</u></p> <p>Will involve team members as needed to find creative solutions to customer needs, and will participate in integrated service team meetings as appropriate. Team members may include parents, extended family members, friends, school personnel, mental health providers, court personnel and medical professionals, as well as others deemed helpful by the team.</p>

* The description of how the work is to be performed does not preclude the consideration of reasonable accommodation(s) for qualified persons with a disability.

22. List the consequences of not performing the essential functions of this position as identified in Section 21.

Incorrect policy adoption and implementation could result in depletion of limited resources; affect the well-being of low income consumers; loss of staff and federal funding; and lawsuits and/or civil actions. Children could be harmed or experience unnecessary trauma. Poor service delivery could affect community resources as well as provider participation in efforts to accomplish goals and objectives. Ineffective delivery of program services could result in prolonged dependency on assistance programs.

23. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position

- () Lead worker assigns, trains, schedules, oversees, or reviews work of others.
() Plans, staffs, evaluates, and directs work of employees of a work unit.
() Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the class titles and position numbers of all persons who are supervised directly by employee in this position.

Class Title

Position/KIPPS Number

24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

This position is in constant contact with other employees of SRS, courts, school, physicians, and others in order to deliver protective and family services to consumers.

25. What hazards, risks or discomforts exist on the job or in the work environment?

The work environment involves hazards, risks or discomforts typical of working with or around abusive or hostile clientele. Exposure to disagreeable weather conditions, disease, unsanitary conditions, risk of physical injury, extreme levels of temperature, inadequate ventilation and lighting are normal.

26. List machines or equipment which are currently used to complete the tasks or production standards for this position. Indicate the frequency with which they are used.

Daily use of computer system, spreadsheet and database applications, printers, copier, fax machine, scanner, calculator, shredder, telephone, typewriter, all general office equipment, and vehicle to travel for business required. Frequent use of digital cameras and occasional use of video cameras, audio recorders is required.

PART III - Education, Experience and Physical Requirements Information

27. Minimum Qualifications as stated in the State of Kansas Class Specifications.

License to practice social work in the State of Kansas at the time of hire. Some positions require an approved drug test unless the incumbent is moving from one safety-sensitive position to another safety-sensitive position within the same agency performing substantially similar duties

28. SPECIAL REQUIREMENTS

A. State any additional qualifications for this position that are necessary to perform the essential functions of this position. (License, registration or certification).

B. List any skill codes or selective certification required for this position. Selective certification must first be approved by the State Division of Personnel Services.

C. List preferred education or experience that may be used to screen applicants.

- Valid Driver's License
- If you have a Bachelor's Degree in Social Work and do not have a Kansas social work license yet, you are encouraged to apply. With your

REQUIRED KNOWLEDGE, ABILITIES, AND SKILLS

29. Describe the physical characteristics of the job as they relate to essential functions (focus on results, not methods of obtaining results).

Work is in local office, community settings and in client homes. The employee may be required to perform handling activities with lightweight or easily moved items (e.g. books, file folders, boxes of office supplies, small machine parts, etc.); perform moving activities for brief periods; operate light equipment; perform repetitive motions for brief periods.

Must have the ability to communicate clearly in person, by phone, e-mail, written case logs, and various reports and letters required for this position. Must be able to travel, operate a motor vehicle, and be away from their home or office for periods of time when attending meetings, trainings, and conferences, when conducting interviews and safety assessments, and when transporting children, etc.

30. Describe any methods, techniques or procedures that must be used to insure safety for equipment, employees, clients and others.

Employee is instructed to use standard safety devices available and provided for machinery and equipment, e.g. wrist rests for computer keyboards, seatbelts for automobiles, etc. Employee is instructed to maintain environmental awareness during field work to avoid or otherwise prevent or minimize unsafe situations and unsafe personal contact. When transporting agency customers or youth in custody, staff are instructed to take precautions to insure their safety and the safety and welfare of those being transported, including adherence with child safety seat regulations, and adherence with state policy in regard to use of cell phones and other electronic devices when operating a vehicle in the course of conducting state business. Employee is cautioned to execute strict key control for agency facilities and lock all doors after normal duty hours. To ensure the safety of employees and customers, staff are expected to display their ID badges when at the work site, and to comply with approved safety policies and procedures posted on the regional web page.

PART IV – Signatures

Signature of Employee

Date

Signature of Personnel Officer

Date

Signature of Supervisor

Date

Signature of Agency Head or Appointing
Authority

Date